

## WANBOROUGH PARISH COUNCIL

**Minutes of the Extraordinary Parish Meeting** held on Wednesday 12<sup>th</sup> October 2022 at 7.30pm by telephone and video.

**Meeting started 7:30pm**

**Those present:** James Henry (JH, chairman), Martin Bramley (MB), Oscar de Chazal (OC), Kim Sweeting (KS, clerk)

**Apologies:** Matt Harrison (MH)

### **1. Quorum**

JH opened by thanking everyone for attending the meeting at short notice. It was noted that a quorum was present.

### **2. Approval of AGAR 2021/22 Form 2**

JH provided a brief recap of the reasons for the meeting. He explained that following initial approval of the draft 2021-22 annual accounts by WPC at the meeting on 20<sup>th</sup> May 2022, the accounts should have then been reviewed by the internal auditor in June 2022 before being submitted to the relevant authority with the Annual Governance and Accountability Return (AGAR) Form 2 by 1<sup>st</sup> July 2022. Due to JH's oversight and the lack of guidance provided to the new clerk, this procedure and timetable had been overlooked. The purpose of the meeting was to review and approve the AGAR Form 2 for submission on 13<sup>th</sup> October 2022 and publication on the WPC website on the same date.

It was noted that the clerk had distributed copies of the draft AGAR Form 2 to all councillors prior to this meeting and MB, OC and JH each confirmed that they had read through the written material, including the comments made on the Internal Audit Report.

It was unanimously agreed that:

- a) The Certificate of Exemption AGAR 2021/22 was correct and should be signed by the clerk and chairman;
- b) Points 1-8 of Section 1 - Annual Governance Statement 2021/22 should be answered 'yes' and the page be signed by the clerk and chairman;
- c) The figures in Section 2 – Accounting Statements 2021/22 were correct and the page should be signed by the chairman.
- d) The clerk should publish copies of the AGAR Form 2 on the WPC website and submit the signed forms to the relevant authority.

JH stated that he had also received email approval of the content from MH prior to the meeting.

There being no other business, the meeting was then closed by the Chairman.

Meeting finished at 20:10

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